

## POLICY ON TEACHING ASSOCIATES

This policy is intended to provide a guide to appointment, classification, and evaluation of Teaching Associates.

### I. DEFINITIONS AND RESPONSIBILITIES

1. "Teaching Associate" (Classification 2353, 2354) is a graduate student who is appointed as a university employee in order to provide the student with an apprenticeship experience and financial support for graduate education. Teaching associates serve at the pleasure of the President. Teaching Associates are not members of the Unit 3 (Faculty) Bargaining Unit.
2. Appointment as a Teaching Associate does not confer any rights to permanent appointment to any person. The length of service of a Teaching Associate does not alter the temporary nature of the appointment or confer additional rights upon him/her.
3. Teaching Associates shall only be appointed in the academic department and/or graduate program in which they have been admitted or already are matriculating as students.
4. Teaching Associates may serve a maximum of twenty (20) hours per week of service.
5. A Teaching Associate with less than twenty (20) hours per week may hold a concurrent appointment in another student classification provided that the maximum number of hours for both appointments does not exceed twenty (20) hours per week.
6. In the event a Teaching Associate has an extended absence or does not complete the assigned work, then the salary may be docked.
7. Teaching Associates enrolled in a master's degree may be the instructor of record for lower division courses including introductory laboratories, workshops, and activity classes which are a part of a lecture-laboratory or activity. Teaching Associates enrolled in a doctoral program may be the instructor of record for upper division courses.
8. The responsibilities of a Teaching Associate are to be determined by normal departmental procedures. Responsibilities, under the close supervision of a faculty member, typically include:
  - a. classroom and/or laboratory instruction
  - b. making assignments to students
  - c. preparing course materials
  - d. administering examinations
  - e. assessing student performance, including determining course grades
  - f. tutoring students
  - g. supervision of small discussion groups
  - h. assist students outside of class or laboratory hours
  - i. attend meetings scheduled by the faculty for purposes of briefing, coordination, and discussion of course content and materials
  - j. participate in distance learning activities
  - k. perform other assignments supportive of university instruction.

8. Normally, Teaching Associates hired in Range A <sup>1</sup> are designated to teach courses at the lower division level. In the rare instances that a Teaching Associate range a is considered for teaching an upper division class, the department must (a) provide strong written justification for this appointment and (b) secure approval from the dean of graduate studies prior to the beginning of the semester.
9. Normally, Teaching Associates hired in Range B <sup>2</sup> are designated to teach courses at the lower and/or upper division level. In the rare instances that a Teaching Associate range b is considered for teaching a graduate class, the department must (a) provide strong written justification for this appointment and (b) secure approval from the dean of graduate studies prior to the beginning of the semester.
10. In introductory classes where the Teaching Associates is the instructor of record, he/she is responsible, under the supervision of a faculty member, for instructional content of the course, for planning examinations, and/or for determining the term grade for students.
11. Teaching Associates are not to be assigned clerical or routine tasks appropriately performed by hourly student help. <sup>3</sup>
12. Each Teaching Associate shall be assigned a faculty supervisor who will be responsible for the completion of duties, supervision of time, and quality of work. It is the responsibility of the department to ensure that the assignment contributes significantly to the quality of the Teaching Associate's graduate educational experience.
13. With the appointment of Teaching Associates in laboratory or activity courses, the department assumes the responsibility for their close supervision, training and evaluation. The department must:
  - a. provide instruction to the Teaching Associates on laboratory safety, objectives of the assigned experiments, teaching materials and methods, and other responsibilities as appropriate
  - b. hold regularly scheduled meetings of all Teaching Associates in multiple-section courses to accomplish the objectives of the course and to coordinate the various class or laboratory sections.
14. Departments are responsible to inform each Teaching Associate about university and trustee policies that relate to his/her assignment and to assist the Teaching Associate in the implementation of these policies.
15. The responsibilities of a Teaching Associate shall be described in the letter of appointment.

## II. NOMINATION PROCEDURE

1. All nominations for appointment to a position of Teaching Associate to teach or offer any academic service under the auspices of California State University, Fresno shall be made only after a complete review of the qualifications of the individual and upon the recommendation of the appropriate department or unit.

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<sup>1</sup> Range A represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to master's degree programs and (2) usually teach credit-bearing courses.

<sup>2</sup> Range B represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to doctoral degree programs or hold a doctorate, and (2) usually teach credit-bearing courses.

<sup>3</sup> It continues to be the case that a teaching associate should be required to meet his/her assignment without regard to the specific number of hours required, similar to faculty and other exempt employees. The salary rate is for the term of the assignment, not an hourly rate.

2. The opportunity to apply for a teaching associateship shall be made available to all graduate students in the department and/or program including eligible applicants. Each department shall publicize the opportunity to all graduate students and applicants in the program. Each applicant for appointment as a Teaching Associate shall complete and sign the form "Application for Graduate Assistant or Teaching Associate".
3. The department shall acknowledge receipt of all applications for teaching associateships.
4. Review of applications for teaching associateships shall follow normal department appointment policies. At a minimum, the departmental procedures shall include a review of applications by the program graduate committee or other appropriate committee in the department.<sup>4</sup>
5. Prospective teaching associateships shall be approved on the basis of their qualifications and academic standing. The department shall review the application for each applicant. The department shall determine the specific responsibilities the individual will be expected to perform.
6. If a department recommends an individual for appointment as a Teaching Associate, a completed "Application for Graduate Assistant or Teaching Associate" and a "Teaching Associate and Graduate Assistantship" nomination form shall be sent to the school dean. After review by the school dean, the nomination is reviewed by the Division of Graduate Studies, Academic Resources, and, finally, Academic Personnel Services.
7. A person shall be nominated to perform only those duties authorized by the department committee.
8. Access to application materials is limited to persons authorized access in the conduct of university business. Individual applicants shall not have access to these files.
9. Applications for teaching associateships are to be treated with the strictest confidentiality. All deliberations on applications shall be conducted in executive session and remain confidential as provided by law. **Violation of this confidentiality is considered to be unprofessional conduct and is grounds for disciplinary action.**

### III. APPOINTMENT

1. All appointments shall be based solely on ability and fitness for the position to be filled. For specific qualifications, see Section IV below.
2. The Provost or designee shall make all Teaching Associate appointments. No other person is authorized to appoint Teaching Associates, nor to modify or revise the provisions of any appointment or offer of appointment. No other person is authorized to make statements, either oral or written, which may be construed to be commitments to future appointment by the university.
3. The initial appointment to the position of Teaching Associate may be made for a semester or an academic year. Subsequent appointments depend upon performance, progress toward the advanced degree, and budgets and/or enrollments. The length of the appointment shall be noted in the position offer.

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<sup>4</sup> Departments are encouraged to maintain a pool of qualified applicants to fill positions when emergencies arise.

4. Contracts for Teaching Associates are conditional upon progress toward the advanced degree, budget and enrollment. If a contract is canceled, the Teaching Associate must be paid for the hours taught or worked. Classes must be canceled prior to the third meeting.
5. The official offer to a Teaching Associate shall also indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments or any further appointment rights. No other notice shall be provided.

#### IV. QUALIFICATIONS AND REMUNERATION

1. Initial appointment to the position of Teaching Associate shall require:
  - a. possession of a baccalaureate degree from a regionally accredited university
  - b. For graduate students with conditional classified standing in the discipline current enrollment in at least six (6) units of graduate study in the program is required.<sup>5</sup>
  - c. For graduate students already matriculating in the program, a pattern of significant and satisfactory progress toward the completion of the graduate degree is required.
  - d. communication skills appropriate to the instructional setting
  - e. evidence of subject matter competence
  - f. other qualifications as necessary to perform assigned duties.
2. Credential students, unclassified students, graduate students outside the CSU, and graduate students matriculating in a degree program in another department are ineligible for a teaching associateship.
3. In addition to the qualifications listed above, reappointment to the position of Teaching Associate requires a pattern of significant progress in accomplishing graduate degree requirements. At a minimum, this means
  - a. that the applicant is earning a 3.0 grade point average or better during each semester of appointment
  - b. that the applicant is enrolled in, and completes, two (2) courses or six (6) units of equivalent graduate level work toward the graduate degree including work toward the completion of the thesis/ project each semester (withdrawal from a course(s) after the fourth week does not constitute acceptable progress)
  - c. that the applicant completes all prerequisite coursework in the first semester of appointment unless such prerequisites as listed by the department on the "Graduate Admission Request" cannot be completed in a single semester
  - d. that the applicant meets the requirements for and achieves both classified standing and advancement to candidacy in a timely manner (i.e. has achieved classified graduate standing, advancement to candidacy, and other degree requirements according to University policy announced in the General Catalog).
4. All approved appointments are rechecked by the Division of Graduate Studies after the add/drop deadline to verify continued eligibility.

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<sup>5</sup> Teaching Associates shall be enrolled or matriculating in the department where the instruction is being delivered.

5. The dean of the Division of Graduate Studies is responsible for ensuring the eligibility and compliance of all applicants.
6. Teaching Associates are compensated according to the campus schedule for Teaching Associate Stipends. Reappointment of a Teaching Associate shall be at the same or higher salary level as in the previous appointment.<sup>6</sup>
7. Since the Teaching Associate classification is a student classification, teaching associates are not provided benefits.<sup>7</sup>

## V. EVALUATION

1. Each Teaching Associate who teaches a class shall be evaluated on a regular basis according to the schedule outlined in the Policy on the Assessment of Teaching Effectiveness for temporary faculty. The results of these evaluations shall be placed in the academic file of the Teaching Associate.
2. Departments should prepare a written assessment of the performance of the Teaching Associate at the end of each semester. This evaluation shall be placed in the academic file of the Teaching Associate.
3. Departments should provide the Teaching Associate who has completed his/her degree an opportunity to assess his/her experience in this apprenticeship. As part of that assessment, the faculty member responsible for the supervision of Teaching Associates in the department should conduct an exit interview for each Teaching Associate. The information obtained from these assessments should be used to evaluate the overall apprenticeship program in the department.

## VI. PRIVILEGES AND BENEFITS

1. Teaching Associates are covered under State Workers Compensation.
2. Teaching Associates have
  - a. use of Library facilities and faculty borrowing privileges
  - b. use of Instructional Media Services facilities and equipment
  - c. use of state cars and/or travel expense allocations when approved
  - d. use of laboratory and research facilities when applicable and approved
  - e. use of Student Union facilities
  - f. the ability to purchase Associated Student Body card for access to campus events.

## VII. DISTRIBUTION

The department shall provide a copy of this policy to all Teaching Associates at the time of their initial appointment.

### Reference:

CSU classification and qualification standards: Teaching Associates

Link to: [http://www.calstate.edu/tier3/HR-Adm/pdf/E99/Teaching\\_Associate.pdf](http://www.calstate.edu/tier3/HR-Adm/pdf/E99/Teaching_Associate.pdf)

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<sup>6</sup> The CSU has Range A and Range B for teaching associates. The campus schedule conforms to those ranges.

<sup>7</sup> Teaching Associates are eligible to purchase student health coverage through health and psychological services at group rates.

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